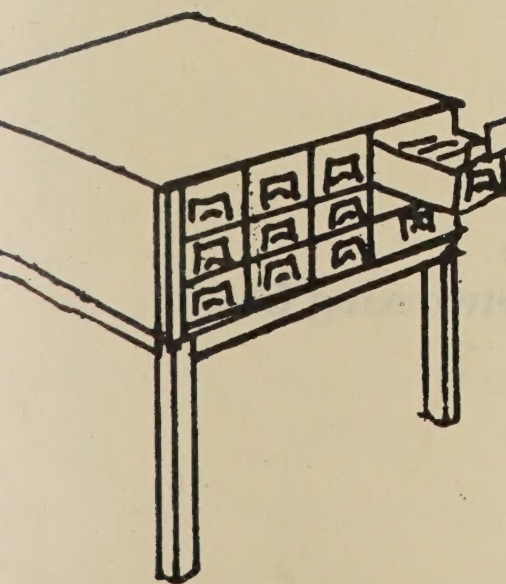




PUBLIC ACCESS CATALOG



Using the Dynix

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Based upon
The Automated Catalog at
Roanoke-Chowan Community College

Funded by
1988-89 Title II Library Networking Grant

USING THE DYNIX PUBLIC ACCESS CATALOG

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The public access catalog (PAC) is your automated library catalog. It lists search options (author, title, subject, etc.) which provide access to the materials in your library. In addition to the PAC terminals in the Learning Resources Center (LRC), terminals also are located in each building on the College campus. Therefore, you can access the library database from any building.

To begin, the first screen has a picture of your automated catalog.

Welcome to Roanoke-Chowan Community College
Learning Resources Center

[=]	[=]	[=]
[=]	[=]	[=]

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Your automated catalog, by DYNIX.

For assistance press "?" then the key labeled "RETURN".
To use the catalog press the key labeled "RETURN".

When you press **Shift** and **?**, a help screen will appear. To advance to the next help screen, press **Return**.

USING THE CATALOG

Hi!

This help screen explains how to look up materials in your library's collection. If you have worked with computers before, much of this may already be familiar.

On each screen the command options you may choose are listed at the bottom of the screen. Notice that **Exit helps**, **Additional topics**, and **<cr>** are listed at the bottom of the screen.

Whenever a word is completely spelled out (such as **QUIT**, **SAVE**, or **FILE**), you need only enter the first letter of the word on the command or prompt line.

If you happen to get stuck while using the system, you may access a help screen by typing ?. This option is always available even when it is not listed at the bottom of the screen. The keyboard works like a typewriter so you need to use the shift key to get the question mark.

Your LIBRARIAN is also available and willing to offer assistance.

After typing in the command, you need to enter it by pressing the **Return** key. This tells the computer to process your command. Instead of **Return**, you may think of this key as the "Computer, it's your turn" key.

On other keyboards, the **Return** key option is sometimes listed <cr>, meaning carriage return.

DYNIX has made these computer programs fun and easy to use. With just a bit of practice, you will be familiar with the operations. You will likely find the on-line catalog more useful, powerful, and simple to use than the card catalog.

If you are now ready to begin searching, enter the letter Q.

When you **EXIT** or **QUIT** a help screen, you will see the On-line Catalog Search Option Menu.

PUBLIC ACCESS

Welcome to the online catalog.
Please select one of the following search methods.

1. Title Keyword
2. Author Alphabetical
3. Subject Keyword
4. Series Alphabetical
5. Display HELP message
6. Quit searching

Enter your selection (1-6) and press "RETURN" :

The menu provides six options. A subject search can be made by typing 3 and pressing Return. You are then asked to enter the subject heading. Note the last line of the next screen.

PUBLIC ACCESS

Welcome to the on-line catalog.
Please select one of the following search methods.

1. Title Keyword
2. Author Alphabetical
3. Subject Keyword
4. Series Alphabetical
5. Display HELP message
6. Quit searching

Enter SUBJECT WORDS:

Now type the subject heading **PARENTING** and press **Return**. The search will appear on the next screen.

PUBLIC ACCESS

Search = PARENTING

Total =7

SUBJECT (May be truncated)

- 1 Parenthood.
- 2 Parenthood -- United States.
- 3 Parenting.
- 4 Parenting, Part-time -- United States.
- 5 Parenting -- Psychological aspects.
- 6 Parenting -- Study and teaching -- United States.
- 7 Parenting -- United States.
- 8 Parents Anonymous.

enter a number, Quit

In automated searching, truncation is entering a shortened form of a word to access more information. The computer retrieves all records that match the abbreviated form you entered. In place of the omitted letters of a word, you type a ? which is the truncation symbol.

For example, the subject, **TOUR**, may be truncated as **TOUR?**. The system retrieves subjects with the words: **TOUR**, **TOURGUIDE**, **TOURING**, **TOURIST**, **TOURNAMENTS**, and **TOURS**. An untruncated search for **TOUR** finds only records with the subject, **TOUR**.

Enter 1 for the subject, **PARENTING**. Press Return and a list of all the authors and titles about the subject, parenting, appears. Note in the upper right hand corner that the total number of titles located is given (Total = 9).

PUBLIC ACCESS

Subject Keyword : PARENTING Total =9

AUTHOR TITLE

1. Bird, Joseph W.
 To live as family : an experience of love and bonding /
2. Horowitz, June Andrews.
 Parenting reassessed : a nursing perspective /
3. Elmer, Elizabeth.
 Growth and development through parenting /
4. Howard, Ken.
 Drug free kids a parent's guide.
5. Hummel, Dean L.
 Unlock your child's potential /
6. Ashery, Rebecca Sager, 1945-
 The parents with careers workbook /
7. Buntman, Peter H.
 How to live with your teenager : a survivor's handbook for parents /
8. Lowman, Kaye, 1946-
 Of cradles & careers : a guide to reshaping your job to include a baby /
9. Sasserath, Valerie J.
 Minimizing high-risk parenting : a review of what is known and consideration

enter a number, Back, Quit :

Select a title, enter the number 3, for example, press Return and the card format appears.

PUBLIC ACCESS

CALL # HQ 755.8 .E42

DYNIX # 10296

AUTHOR 1) Elmer, Elizabeth.

TITLE Growth and development through
parenting /

PUBLISHER Chicago, Ill . : National Committee
for Prevention of Child Abuse,
c1980.

#PAGES iv, 27p. : ill . ; 22cm.

SUBJECT TO 1) Parenting.
2) Child development.
3) Child abuse -- Prevention.

Select, Related Works, Back, Quit :

Press <Return> to see holdings and copy status:

The card format is an improved card catalog. The format explains what the information is. At the left of the screen, note the words: Call #, author, title, publisher, number of pages, and subject to.

For an explanation of the terms used in the prompt or command line, see the next help screen for a full record display.

FULL RECORD DISPLAY

- Q** - **QUITS** the current search and allows you to start a new search.
- B** - **BACKS** up to the previous search level.
- S** - **SELECTS** only that item for continued use.
- H** - **HOLDINGS** or copies for the record are displayed.
- M** - **MORE** of a multi-screen bibliographic record is displayed.
- N** - The **NEXT** item in a multiple item select is displayed.
- P** - The **PREVIOUS** item is displayed when reviewing a multiple item selection.
- T** - This prompt takes you back to the **TOP** of this screen.

Press **Return** to see the **HOLDINGS** (number of copies) and **STATUS** (location) of the material (audio-visual, book, magazine, etc.)

PUBLIC ACCESS

Author : Elmer, Elizabeth. # copies: 1
Title : Growth and develop- # holds : 0
ment through parenting /

#	CALL #	STATUS	BARCODE	LIB
1.	Nonfiction HQ 755.8 .E42	IN	000312054	RCCC

Select, Back, Quit :

From this screen, you discover that the library has one copy of the book. The **STATUS** of the book is **IN** and it is located in the RCCC library.

The last column on the right will accommodate various locations: music, automotive, or nursing library; west or main campus library.

STATUS may indicate a due date, a hold on the book for another person, the date the material was ordered -- any status the library wishes to use.

You will find the command options at the bottom of the previous screen explained on the following help screen.

HOLDINGS HELP SCREEN

- B - BACKS up to the previous search level.
- S(#) - SELECTS just that item for continued use.
- A - Displays ALL holdings or copies for ALL branches.
- Q - QUILTS the current search and allows a new search to be entered.
- <CR> - Pressing "RETURN" pages down 1 page at a time.
- ? - Displays this HELP screen.

You must press E for EXIT to return to your search.

To place a Hold on a book that is checked out, press S for Select.

HOLDS / RECALLS

		# copies : 1
BIB TITLE:	Growth and	# holds : 0
	development through	
	parenting /	

You may place a 'HOLD' or 'RESERVE' on this item. When a copy comes available, it will be held for you and you will be notified.

Enter the barcode number on your library card, or QUIT if you do not want to place a HOLD.

Quit, <cr>, barcode :

From this screen, you learn that all you must do to reserve a book for yourself, is to enter your library card barcode number.

When searching you can save and print several titles or a bibliography, if you wish. At the card format screen there is a hidden command, SB (Save Bibliography) that you enter in order to save that title in your bibliography. Enter SB, press return and this screen appears.

PUBLIC ACCESS

CALL # HQ 755.8 .E42 DYNIX # 10296

AUTHOR 1) Elmer, Elizabeth.

TITLE Growth and development through
parenting /

PUBLISHER Chicago, Ill . : National Committee
for Prevention of Child Abuse,
c1980.

#PAGES iv, 27p. : ill . ; 22cm.

SUBJECT TO 1) Parenting.
2) Child development.
3) Child abuse -- Prevention.

You now have 1 item in your saved bibliography.
Select, Related Works, Back, Quit :

Notice the line just above the highlighted command line which states "You now have 1 item in your saved bibliography." You can follow these steps and save as many titles as you desire in your bibliography.

When you have completed compiling or saving your bibliography, press Q (Quit) and return, and you will be returned to the menu screen.

PUBLIC ACCESS

Welcome to the online catalog.
Please select one of the following search methods.

1. Title Keyword
2. Author Alphabetical
3. Subject Keyword
4. Series Alphabetical
5. Display HELP message
6. Quit searching
7. Print saved bibliography

Enter your selection (1-7) and press "RETURN" :

Notice the menu now has a new item, number 7, "Print saved bibliography."

Press 7 and return. Your compiled bibliography is shown on the screen and printed on the adjacent printer.

IN CONCLUSION

This manual assists you in the use of the Public Access Catalog (PAC) by Dynix - an automated catalog which replaces the traditional card catalog in your library. With a terminal, you are able to access materials with greater accuracy, speed, and completeness. You can receive printouts and statistics which before now were too time-consuming to produce. Remember, you can access the library database and place holds on materials from any building on the RCCC campus.

As you examine each of your key goals for the year, imagine how the automated catalog can be successfully applied to your educational experience. Have fun accessing and using the information in your library!

ONLINE CATALOG SEARCH OPTIONS

TITLE KEYWORD SEARCH

Type 1 and press **Return**

Type keywords in the title of the book and press **Return**

Type the author's last name if you know it and press **Return**. The author's name makes the search easier.

If you do not know the author's last name, just press **Return** and your search begins.

AUTHOR SEARCH

Type 2 and press **Return**.

Type the author's last name, comma, first name. (The computer will accept last name only. The computer will accept the name without the comma.) Type in the name and press **Return**.

SUBJECT ALPHABETICAL SEARCH

Type 3 and press **Return**.

Type in the subject heading and press **Return**.

The screen will display an alphabetical list of subject headings *beginning* with the word you entered.

